



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DISTRICT FOOD OPERATIONS EVALUATOR

Job Number: 20000523

Job Code: 13250V000101

Job Group: 1300 - FOODS AND DIETETIC

Job Established: 06/16/1982

Job Revised: 01/16/2011

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides consultative services, evaluates and monitors food service operations in response to contractual agreements. Coordinates operational functions with institutional food service and other institutional administrative staff; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree with courses in food preparation, food management or a related area.

#### **EXPERIENCE:**

Must have four years of experience in the operation and management of institutional, military or commercial food service operations.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in one of the above areas will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Evaluates and monitors the food service operation in a designated area of the state. Inspects food service operations, including storage, prep areas, and dining rooms for compliance with established procedures and/or contractual agreements. Evaluates meal service, checking for quality of food and manner of presentation. Evaluates delivery of meals to satellite areas to include temperature monitoring and checks. Advises on sanitation and safety methods as required by health departments. Reviews and evaluates control procedures in each food operation. Interprets and enforces departmental rules, regulations and policies. Participates in the development or revision of policies and procedures as it related to the food service operations. Evaluates training procedures and recommends improvements as necessary. Tests and evaluates products used in food operations. Attends regional meetings with food service personnel as needed.. Prepares and maintains records and reports such as visitation reports, work schedules, production records, and equipment maintenance and replacement.

**UNIQUE PHYSICAL REQUIREMENTS:**

Travel frequently to state parks or correctional facilities. May be exposed to common kitchen hazards.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.